



Arkansas Secretary of State

Timesheet User Manual-Salary Employees

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Log in for First-time Users:

Double click the "Mip web timesheets" icon located on your desktop to open the timesheet module.

Enter your user ID and PIN as follows:

User ID: Same as your assigned personnel number

PIN: Last four digits of your social security number

After you enter the above information, you will be prompted to enter a NEW PIN. Please enter six characters as your new PIN. You will need to re-enter the same new PIN in the bottom field to check for accuracy. **DO NOT** use your social security number or personnel number.

After you enter your NEW PIN, you must log in again using your new information as follows:

User ID: Same as your assigned personnel number

PIN: Enter your NEW PIN number that you selected

Log in for Returning Users:

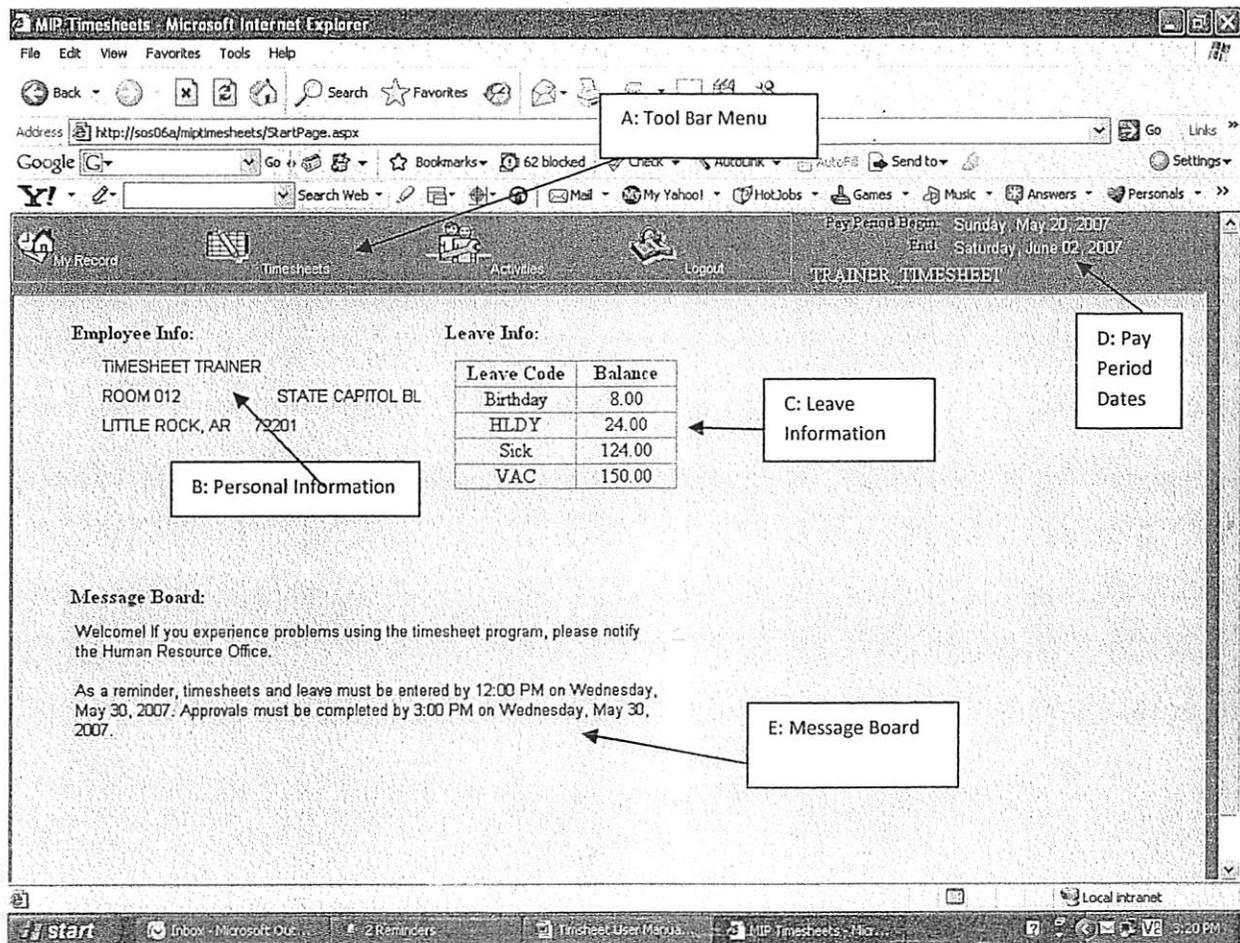
Double click the "Mip web timesheets" icon located on your desktop to open the timesheet module.

Enter your user ID and PIN as follows:

User ID: Same as your assigned personnel number

PIN: Enter your unique PIN number

***After log in is complete you should be able to view the following start up screen.**



Familiarize yourself with the start-up screen:

A) **Tool Bar Menu:** From this menu, you can access the following:

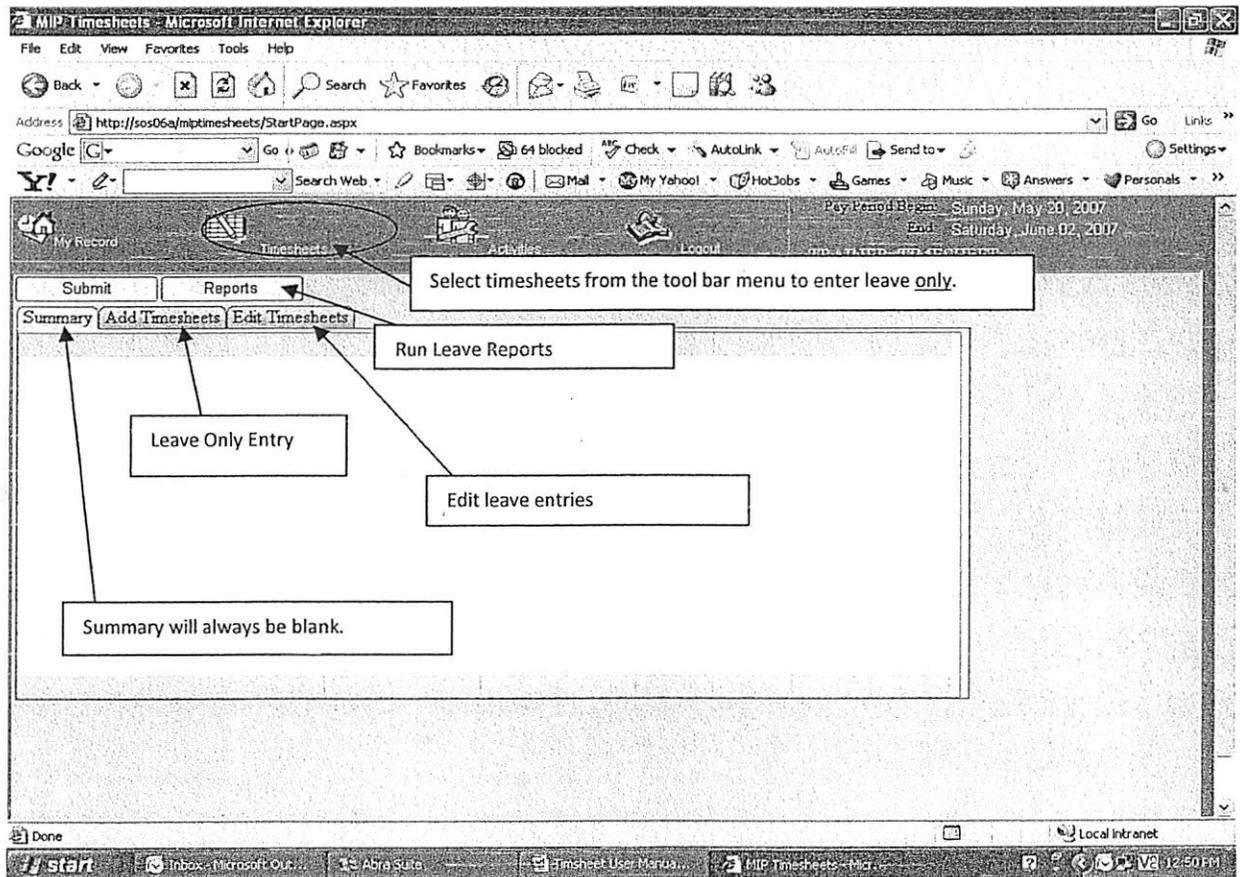
- **My record:** When you first log into mip timesheets, the start-up screen displays the information contained under the “my record” link. However, if you are working in another portion and want to return to the initial screen, you can select the “my record” button and it will return you to the screen you see above.
- **Timesheets:** From this menu option, employees are able to enter, view, and edit leave.
- **Activities:** From this menu, employees can change their password, view paycheck history and/or W2 history, print reports, and view and edit their work schedule or calendar.
- **Logout:** This menu selection will log you out of your current session.

B) **Personal Information:** This section displays the employee’s current address. Please notify the Human Resource Office when an address changes so the information can be updated.

- C) Leave Information: This section displays the employee's current leave balances. Employees should check these balances before requesting time off to ensure they have enough leave to cover the requested time.
- D) Pay Period Dates: This section displays the payroll begin and end date for the current payroll.
- E) Message Board: This section displays messages posted by the payroll office. Employees should check these messages for important payroll information each time they log in.

How to Enter Leave:

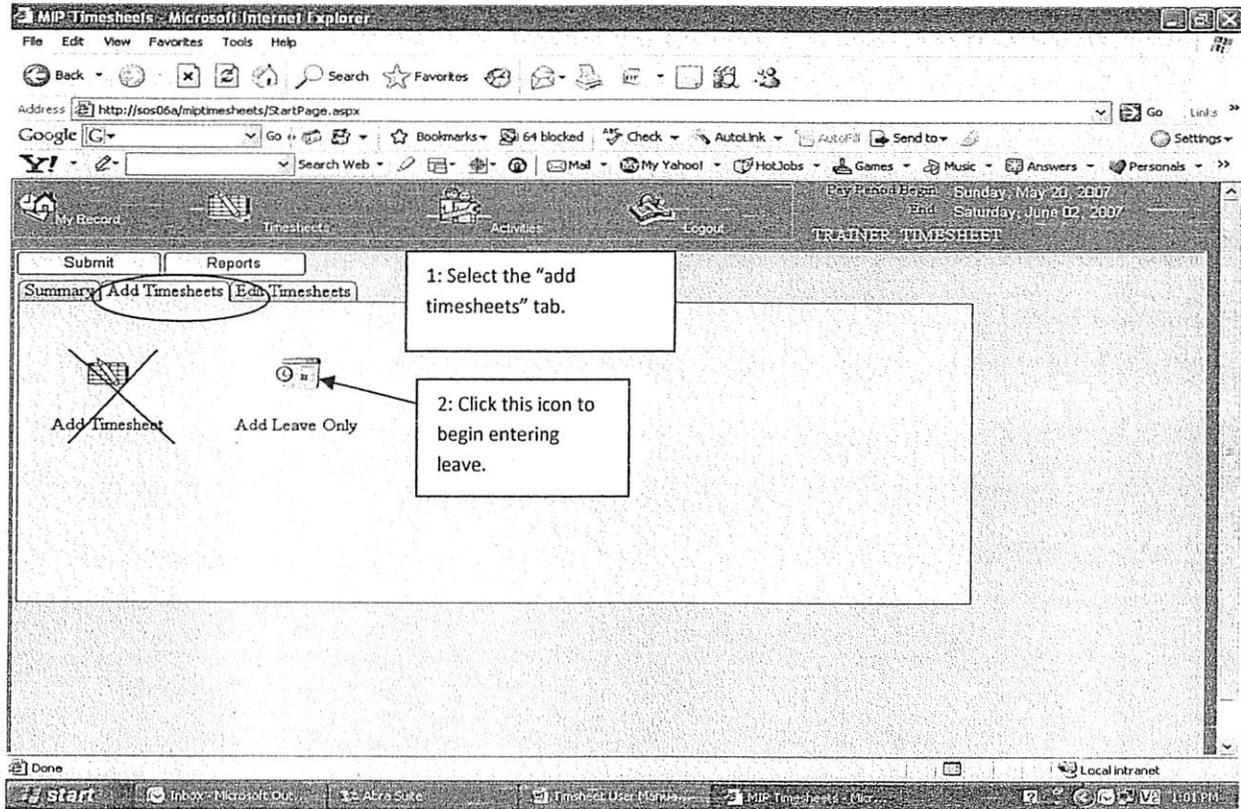
Select "timesheets" from the tool bar menu. Refer to the following screen before you proceed:



When the timesheet screen above opens, you will see a blank summary tab. This tab will always be blank because exempt employees enter leave only and not earnings. **If you did not take any time off during the current payroll, then you will not need to enter leave.**

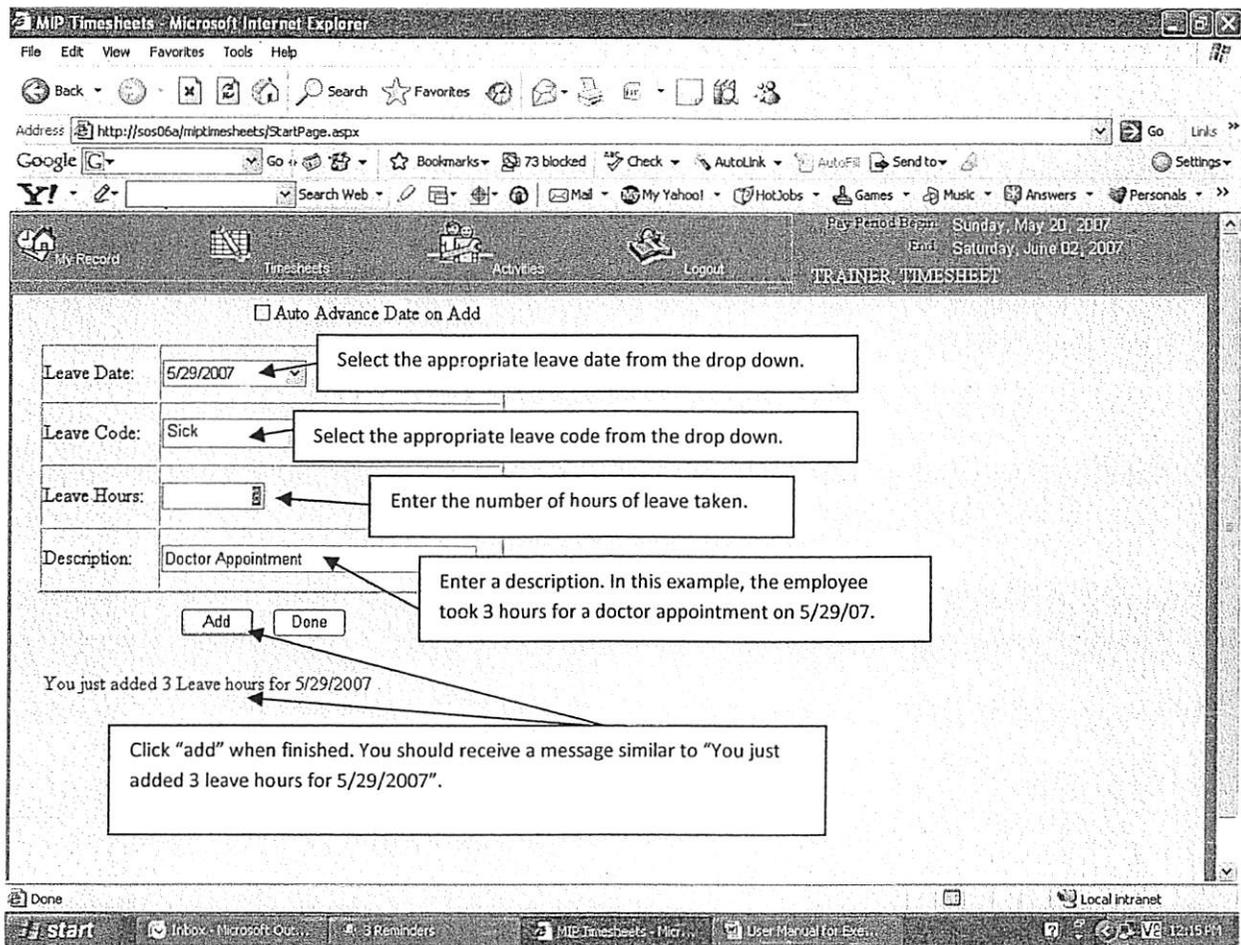
Employees should refer to their leave balances before entering leave. **If an employee has holiday or birthday time, these hours are to be used BEFORE vacation leave is used.**

DO NOT select the “add timesheet” option. This option is for non-exempt, “hourly” employees only. To begin entering leave, select the “add timesheet” tab and click on the “add leave only” icon. Refer to the screen below.



- 1) Select the leave date by clicking on the drop down arrow. Select the appropriate date from the calendar.
- 2) Select the appropriate leave code by clicking on the drop down arrow. Employees will only be able to select codes that have been assigned to them by the Human Resource Office.
- 3) Enter the number of leave hours for that date.
- 4) Enter a description such as “doctor appointment” or “vacation”.
- 5) Click the “add” button located at the bottom of the screen. You should receive a message that similar to “You just added 3 leave hours for 5/29/07”.

Refer to the screen that is located on the next page.



How to Enter Multiple Leave Dates:

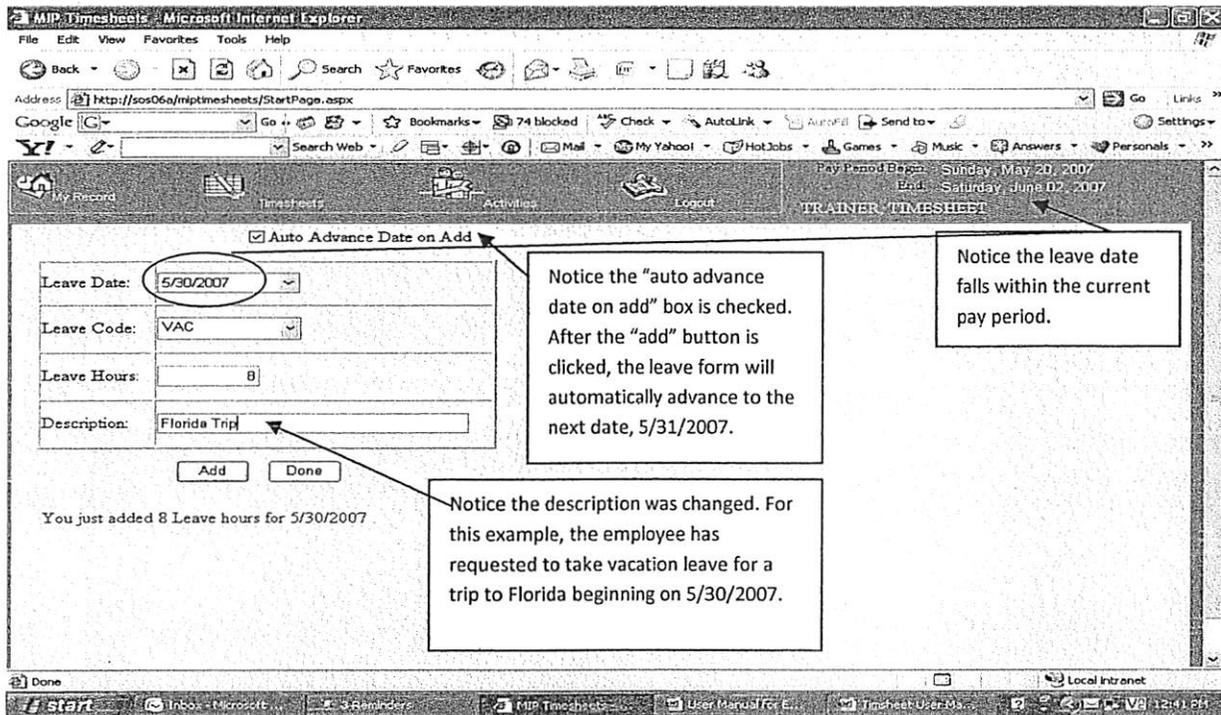
If an employee has taken several consecutive (Monday, Tuesday, Wednesday, etc.) leave days, the employee should check the "Auto Advance Date on Add" box. This will automatically advance to the next date after the employee clicks the "add" button to add leave. This feature allows an employee to enter data quickly. However, please exercise caution when using this feature to ensure you do not enter leave hours on an incorrect date.

If the leave taken is NOT consecutive, DO NOT use the auto advance feature.

After the begin date for the leave has been added, continue with steps 1 through 5 on page 5 to enter all leave taken during the pay period.

Employees can enter future leave beyond the end date of the current payroll. However, in order to minimize corrected entries in the payroll office, it is recommended that employees only enter leave that falls within the current pay period. You may refer to the pay period begin and end dates when entering leave.

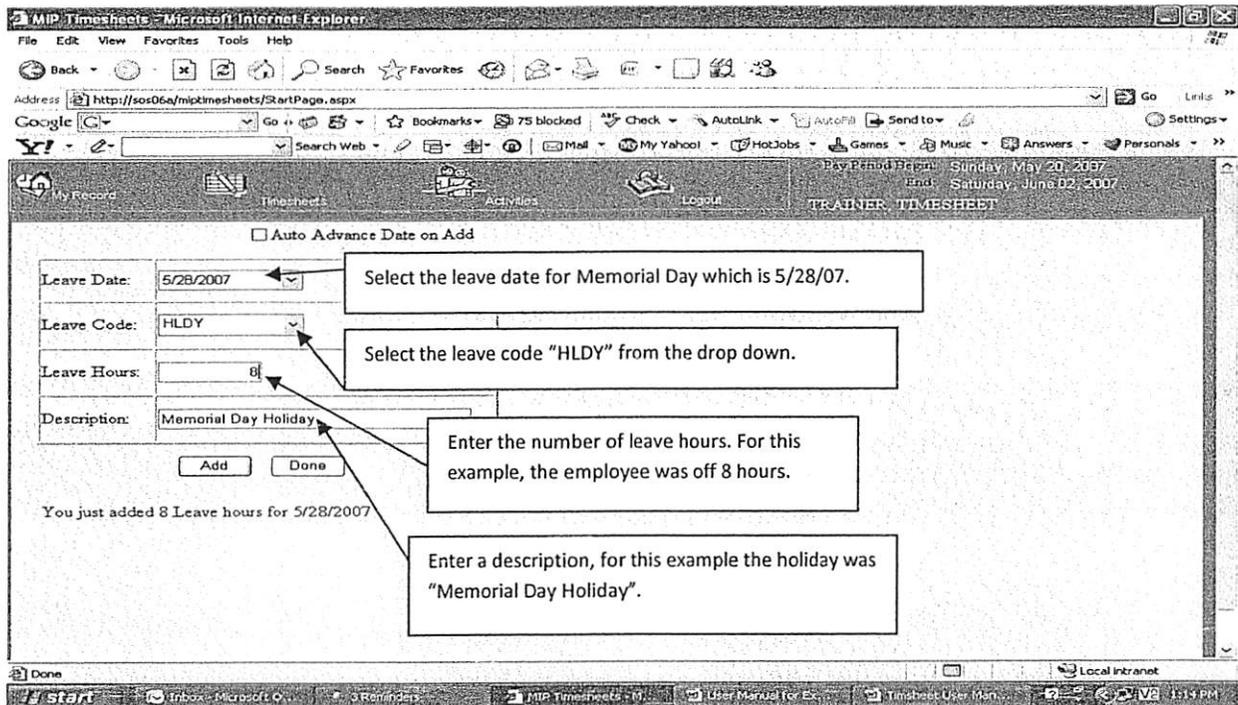
Please see the example on the following page.



How to Enter State Paid Holiday Leave:

For state paid holidays, exempt employees **must enter the holiday leave** by selecting the “HLDY” code from the drop down leave code box. State paid holidays generally include New Year’s Day, Martin Luther King, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanksgiving, Christmas Eve, and Christmas Day.

Refer to the example on the following page on how to enter the Memorial Day holiday.



How to Request Educational Leave:

Employee requests for educational leave must be approved by the appropriate supervisor. Once approval has been obtained, the request should be emailed to the payroll officer and cc to the Human Resource Manager. The email should include employee name, date, and number of hours taken. Educational leave must be processed by the payroll officer.

For questions related to the educational leave policy, please refer to page 43 of the Secretary of State Personnel Manual.

What To Do When An Employee Finishes Entering All Leave:

When you have finished entering all leave hours for the pay period, click the “done” button. This will bring you back to the “summary” tab. As a reminder, this tab will not contain any data.

Employees should click on the “edit timesheets” tab to view a daily account of all leave that was entered. Make sure the dates, leave codes, and number of hours are correct. Refer to the screen below.

Verify that the leave dates are accurate.

Make sure the leave codes are accurate.

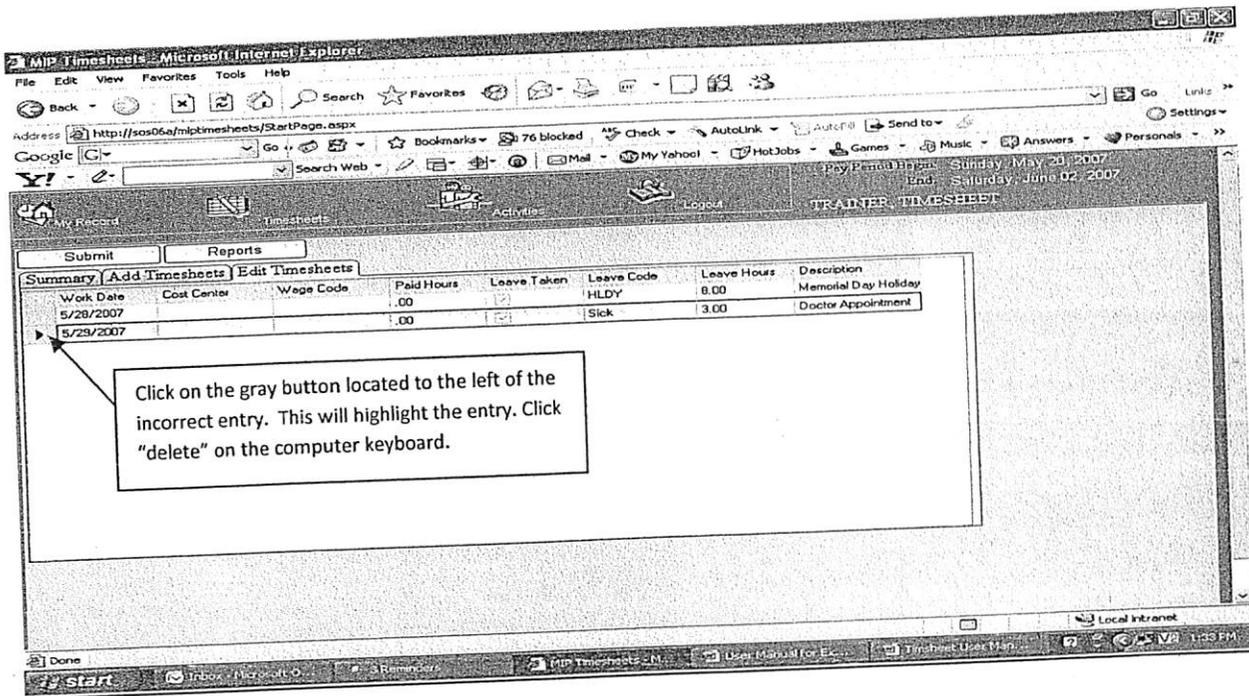
Check the leave hour totals and descriptions for accuracy.

Work Date	Cost Center	Wage Code	Paid Hours	Leave Taken	Leave Code	Leave Hours	Description
5/28/2007			.00		HLDY	8.00	Memorial Day Holiday
5/29/2007			.00		Sick	3.00	Doctor Appointment

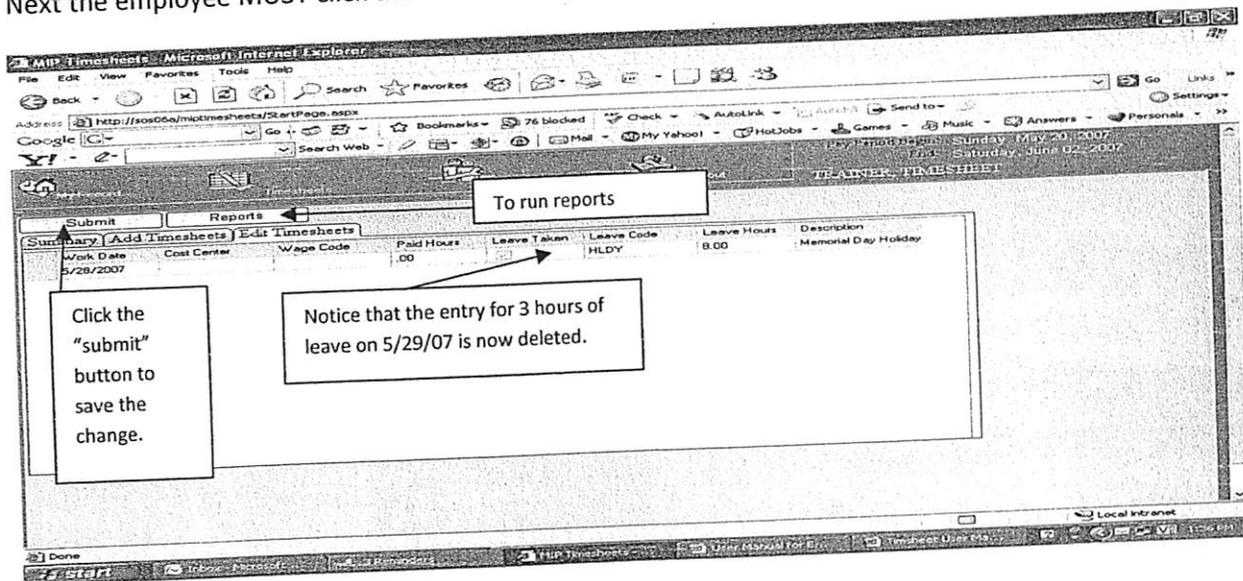
To Delete Entries:

To delete entries that are incorrect from the edit timesheet tab, select the incorrect entry by clicking in the gray bar on the left of the entry line. This will highlight the line in yellow. Next the employee will need to hit the “delete” button on the computer keyboard. This will delete the entry. NEXT, THE EMPLOYEE MUST SELECT THE “SUBMIT” OR SAVE BUTTON TO SAVE THIS ENTRY. If this button is not selected after editing the timesheet, the changes will not be saved.

Refer to the screens located on the next page.



Next the employee MUST click the "submit" button to save the change.

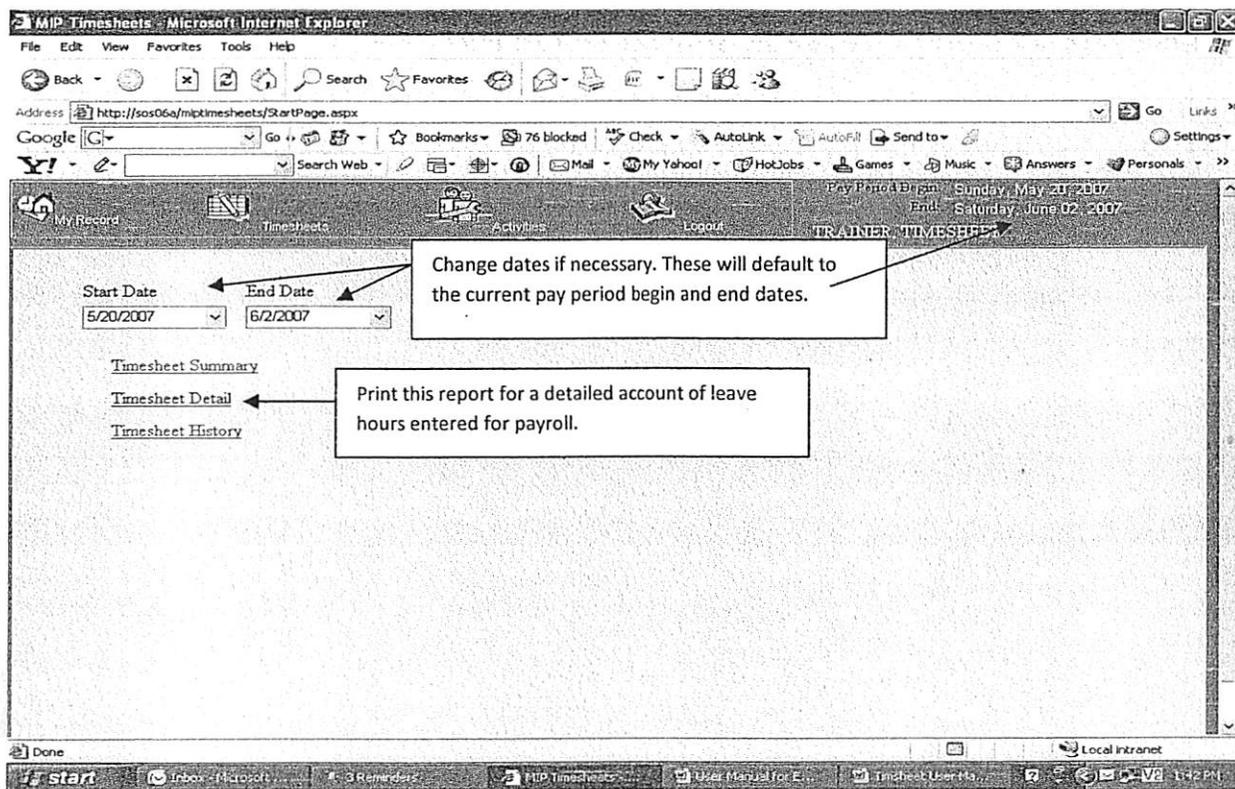


To Run Leave Reports:

After the employee has finished entering all leave and edited any necessary entries, the employee should run a leave report. To access the report menu, select the "reports" button. (See the screen above).

When you click on the "reports" button, you will have the option to run a timesheet summary report, detail report, or history report. Note that the report dates will always default to the CURRENT payroll dates. However, if you want to run a timesheet history report, you may need to change these dates.

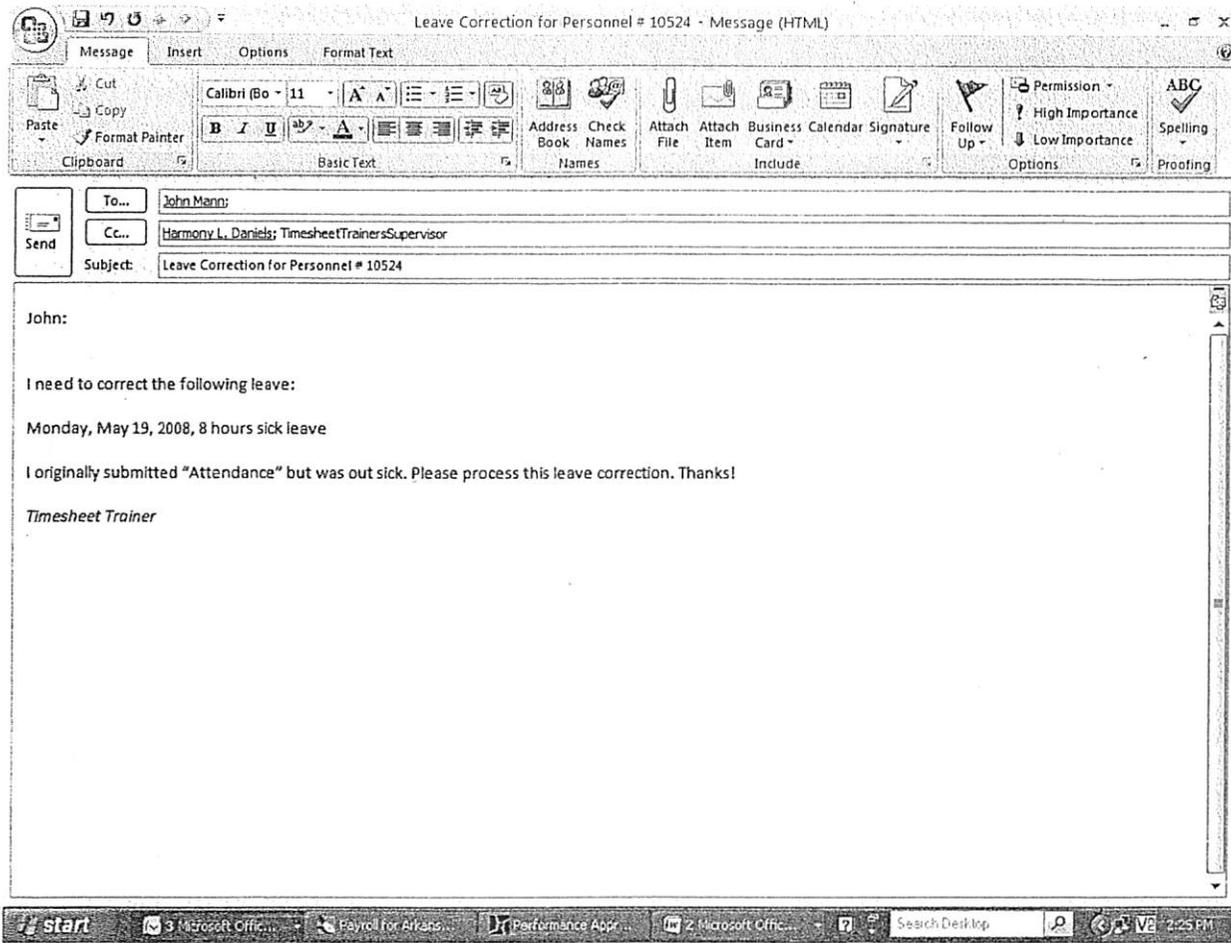
Otherwise, all employees should run a timesheet detail report to file and keep as their record of leave taken. Refer to the screen below.



Employees can edit and add leave through 9:00 AM on the day that timesheets are due. After a manager/or supervisor approves leave, any necessary changes must be made by the payroll officer. Please be aware that a manager and/or supervisor may request that an employee edit leave prior to it being “approved”. In this case, the employee would log in to mip timesheets, select “timesheets” from the tool bar menu, enter the necessary changes, and logout. Don’t forget to delete incorrect data from the “edit timesheets” tab and click “submit” to save the changes.

How To Handle “Corrected” Leave:

There may be instances when an employee enters leave that needs to be corrected after the payroll has already been processed. These corrections must be submitted via email to the payroll officer with a copy sent to the Human Resource Manager AND the employee’s supervisor. **Please include your personnel number in the subject line of the email.** The payroll officer will enter the correction on behalf of the employee. Please refer to the example on the next page.



This procedure should be followed for submitting corrections to the payroll office. DO NOT send any leave forms. All time and leave will be submitted electronically.

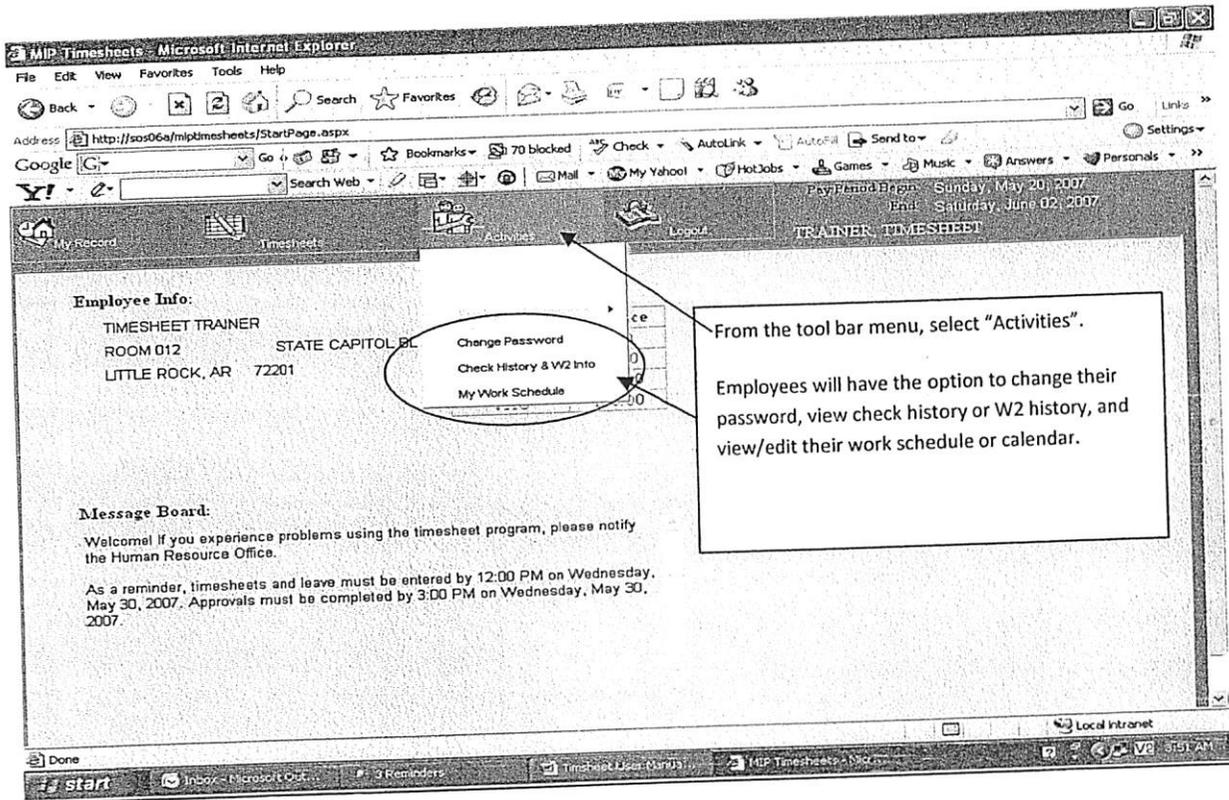
Navigating the Activities Menu:

From the tool bar menu, select "Activities". Refer to the screen below.

If an employee needs to change the password (PIN Number) required for log in, the employee will select the "change password" option under the activities menu.

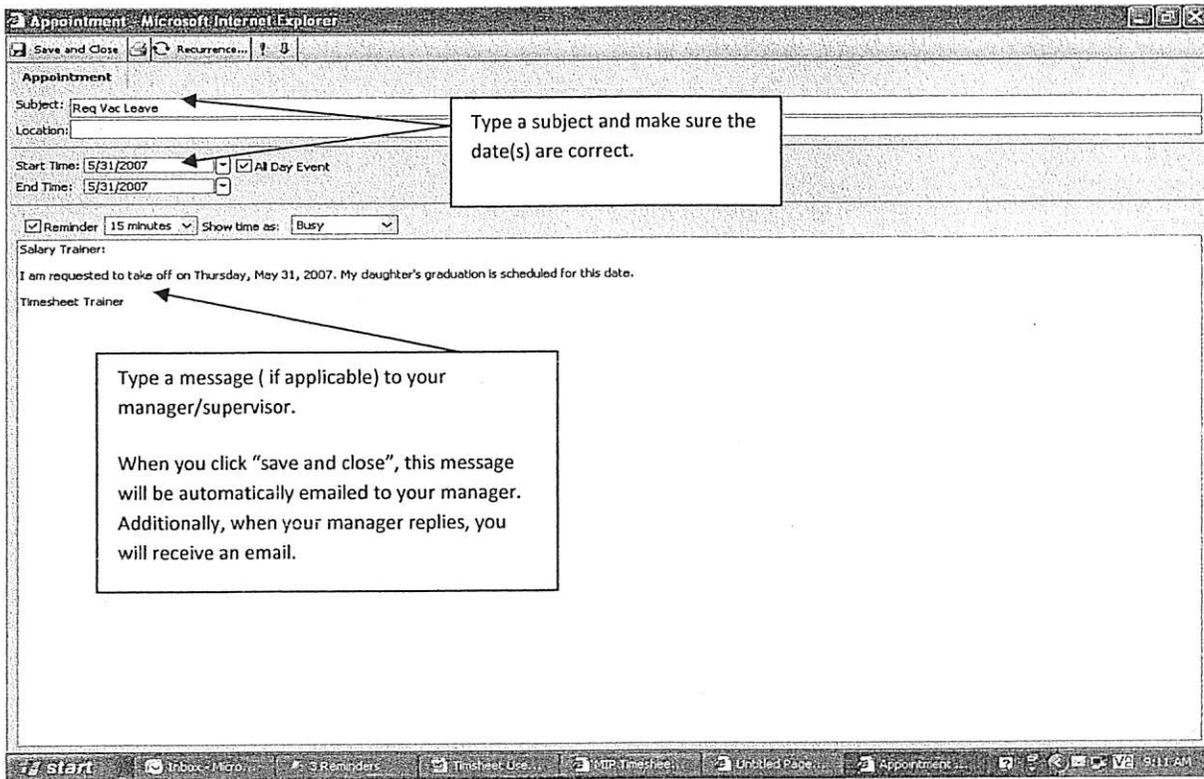
To view check history and W2 history, the employee will select that option under the activities menu.

To view, edit, and request leave, the employee will select "my work schedule".

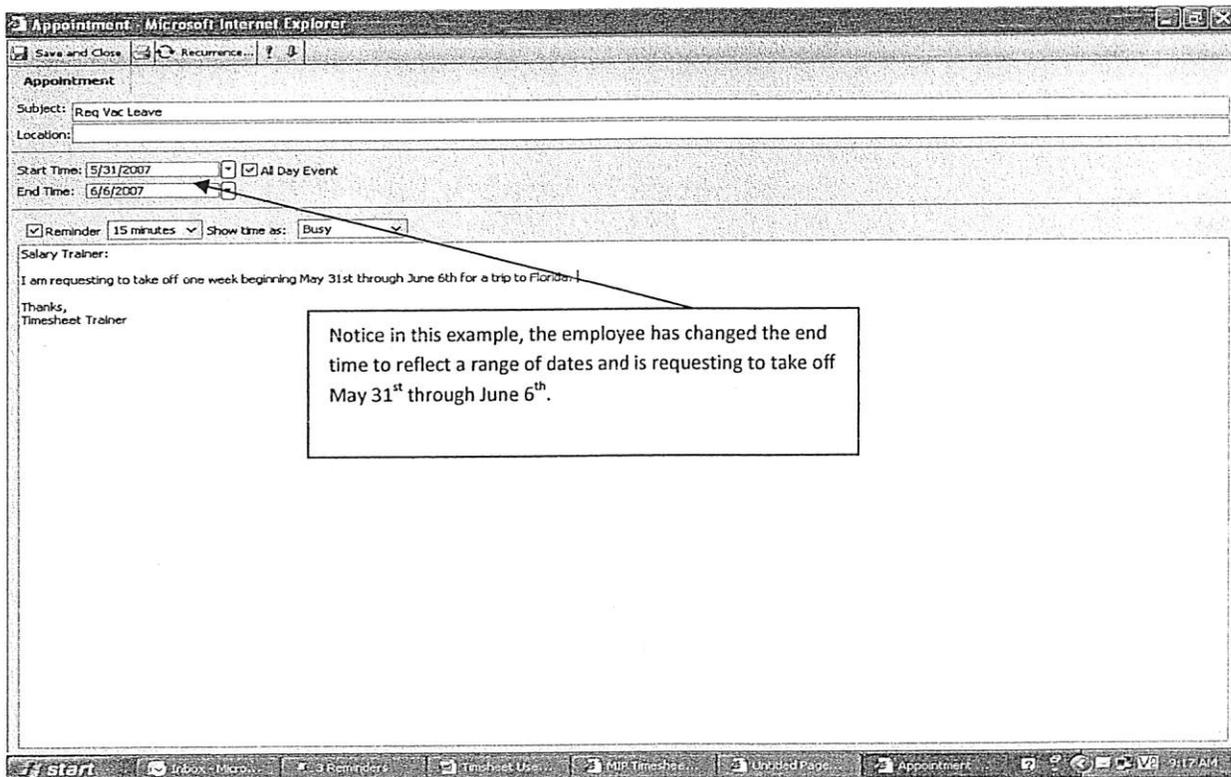


How to Request Leave or Time Off from Work:

Employees will no longer use a leave request form to request time off from work. Instead, employees will go to the "my work schedule" option located on the activities menu. The employee can select the date(s) from the calendar. The month can also be changed, if necessary by clicking on the advance arrows. To add an entry to a date(s) on the calendar, double click on that date. Refer to the screen located on the next page.



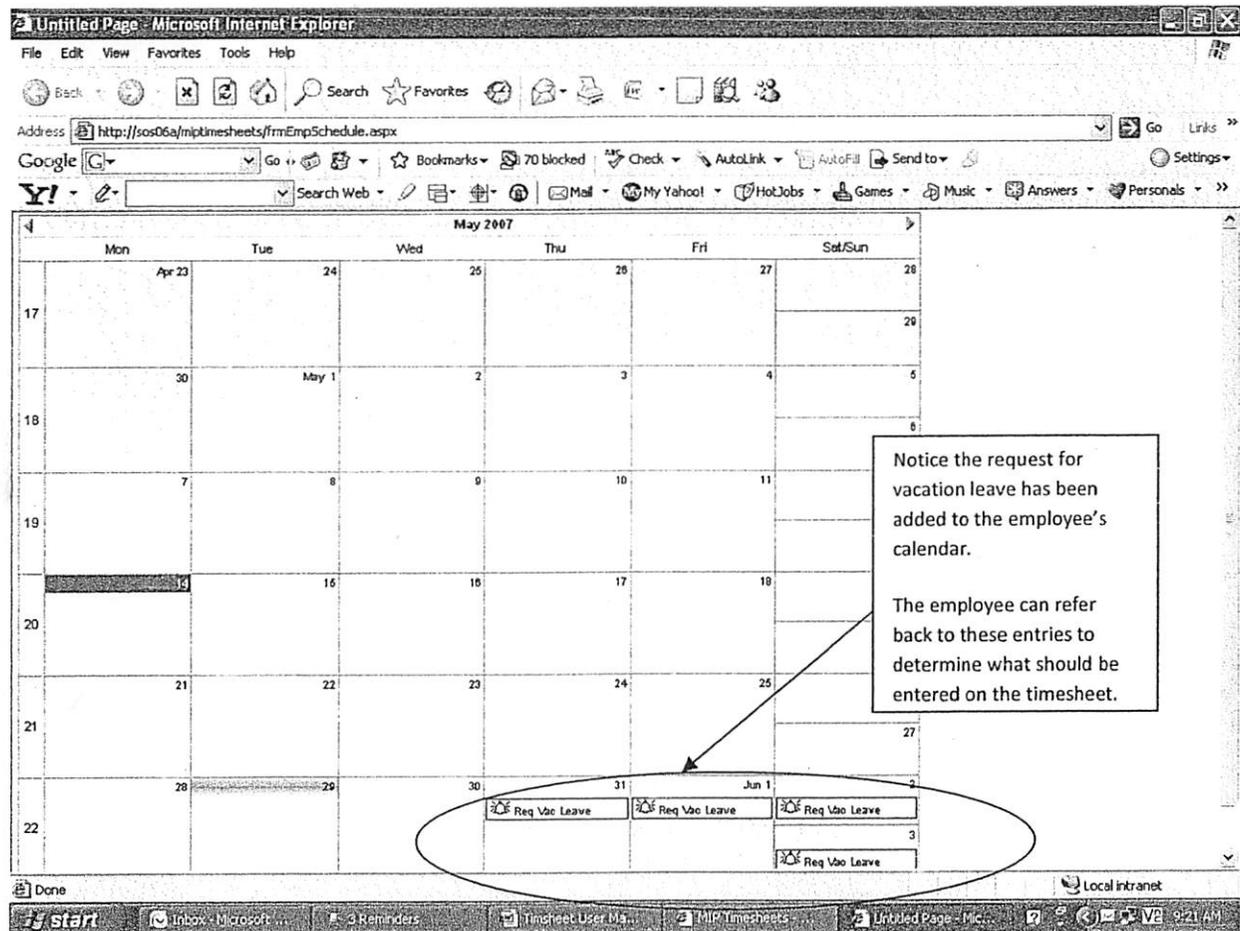
Employees can select a range of dates if requesting a full week off from work. The employee would then change the "end time" to reflect the ending date for vacation. See the example below.



When the employee selects “save and close” the request will be automatically emailed to the appropriate manager/supervisor. Additionally, when the manager and/or supervisor responds, the employee will receive the reply via email.

UPDATE 3-2009: This function within MIP timesheets has been temporarily phased out. Once the function is back up and running, employees will be notified. Until further notice, employees should send leave requests via email using Office Outlook to his/her direct supervisor.

Entries that are added will be saved and reflected on the employee’s work schedule or calendar. See the example below.



Note: Managers and/or supervisors WILL have access to your work schedule or calendar. Please DO NOT use this calendar to store personal information that is not related to work.

Logout:

To protect confidentiality, employees should always “log out” before leaving his/her workstation. All data entered prior to logging out WILL be saved. To logout, simply click the “logout” button located on the tool bar menu. Refer to the screen located on the next page.

Employee Info:
 TIMESHEET TRAINER
 ROOM 012 STATE CAPITOL BL
 LITTLE ROCK, AR 72201

Leave Info:

Leave Code	Balance
Birthday	8.00
HLDY	24.00
Sick	124.00
VAC	150.00

Message Board:
 Welcome! If you experience problems using the timesheet program, please notify the Human Resource Office.
 As a reminder, timesheets and leave must be entered by 12:00 PM on Wednesday, May 30, 2007. Approvals must be completed by 3:00 PM on Wednesday, May 30, 2007.

Callout Box:
 Select this button from the tool bar menu to logout.
 Remember, your data will be saved if you logout. When you log in again, you can resume entering leave, if necessary.

This completes the leave entry process. For technical difficulties, please contact the Information Technology Department. For user assistance or questions related to the manual or timesheet process, please contact the Human Resource Manager at 683-0092 or via email at harmony.daniels@sos.arkansas.gov.

SECRETARY OF STATE LEAVE CODE LIST AND DESCRIPTIONS

Wage Code	Description
HLDY	This code is used for holiday leave taken.
SICK	This code is used for sick leave taken.
BIRTHDAY	This code is used for birthday leave taken.
VAC	This code is used for vacation leave taken.
EDUCATIONAL	This code is used for eligible educational leave taken.

All leave codes are assigned by the Human Resource Office.

Please note: Some employees may not have all the leave codes in the above list. Additionally, worker's comp, catastrophic, and family and medical leave must be entered and processed by the payroll officer. Employees do not have access to enter these leave codes into the web-based timesheet program.